

UNITED STATES CIVIL SERVICE COMMISSION

WASHINGTON 25, D. C.

Security

STATINTL

May 5, 1954

DEPARTMENTAL CIRCULAR NO. 708, Supplement No. 4

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Designation of Officers and Employees to Security Hearing Board Rosters Maintained by Regional Offices of the Commission.

1. The basic Departmental Circular requested that designations be made from each field office or installation having 500 or more full time employees. A recent survey of rosters in the field discloses that many of the departments and agencies have not, as yet, made designations from all their field establishments to meet this standard.
2. Several of the departments and agencies have experienced difficulty in scheduling some hearings because the field rosters do not contain a sufficient number of names for certain specific localities. In order to alleviate this condition, the Commission, when necessary, will direct the attention of the departments and agencies to those field offices or installations in particular areas from which additional designations are needed.
3. At the present time it has been ascertained that additional designations are needed in the New York City, N. Y.; Pittsburgh, Pennsylvania; and Seattle, Washington, areas. Departments and agencies having field offices or establishments in or near these cities, from which no designations have been made, are requested to consider such action now.
4. To assist the Commission in maintaining adequate field rosters, you are requested to furnish to the Chief, Security Appraisal Office, U. S. Civil Service Commission, by May 15, 1954, the following information:
 - a. Number of hearings you expect to conduct before the end of the fiscal year by city and state.
 - b. Your comments as to the feasibility of supplying information to the Commission on a quarterly basis, concerning the number and location of hearings to be scheduled during the succeeding three months.
5. It is recognized that some agencies may be reluctant to name additional employees to the roster because of the expense involved in conducting full field investigations prior to the certification that is required by Executive

Order 10450. Whenever possible, individuals should be selected who have already been subject to full field investigation. In this respect you may wish to reconsider the qualifications of some of your employees in this category who may be immediately available for service on hearing board panels.

6. To expedite the placement of additional employees on the Security Hearing Board Roster, requests for full field investigations received by the Commission when properly identified will be handled on a priority basis. Any such cases currently pending investigation by the Commission will be expedited on request.



John W. Macy, Jr.
Executive Director

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